

Question & Answer
RFP for Kirkland Green Business Program Audit
Job No. 40-13-PW
October 16, 2013

Four questions were received regarding this Request for Proposals by the question submittal deadline of 4:00 p.m. on October 14. Following are the questions and the City's responses:

1. Is the project anticipated to only be a month and a half (November 15, 2013 – December 31, 2013)? It seems that the work tasks are fairly well scoped out, so I'm just curious how much groundwork has already been laid to accomplish the tasks in that fairly accelerated time frame.

Response - We would like to get the audit underway; however we are flexible with the timeline for the contracted scope of work. This RFP is the first phase in revamping our program. After the audit, we'll be putting out another RFP to implement the suggested findings.

2. Can you provide me with a list of other interested parties?

Response - We've had interest from two other firms besides R3 Consulting Group as of today (10/9/13). They are Cascadia Consulting Group and O'Brien and Company.

3. Are you able to share the list of consultants who received this RFP?

Response - The City advertised the RFP in the Daily Journal of Commerce and individually emailed: O'Brien and Company, NBIS, Otak, Cascadia Consulting, ECOSS, Ecova, and governmental contacts (that may know an interested company).

4. We have the following two questions regarding the Kirkland Green Business Program Audit RFP: Task 3 states "recommend survey questions and survey implementation." We assume you are asking for us to recommend survey implementation methods, not to implement the survey. Is that correct?

Tasks 2, 6 & 8 reference "case studies" – would we be creating new case studies or providing summary information from existing case studies?

Response - Yes, you are correct. We would like recommendations on how to implement a survey along with survey questions. This scope of work would not be to implement the survey.

We would like to use existing case studies to see what has worked and what hasn't worked for cities with similar demographics as Kirkland. We're hoping that successful (existing programs) can support fresh, innovated ideas that work well with our business community.

Issued by:

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